

Solicitation Number: 06-0001-02

Solicitation for Technical and Programmatic Support to Code 321 Organic Mine Countermeasures (OMCM) Science & Technology (S&T) and Code 322 Physical Oceanography Programmatic Support

The statement of work, order information, proposal submission requirements and evaluation information are set forth below. Proposals from holders of ONR multiple Award Contracts (MATOC) for support services under CLIN 0001 are due by 2:00 p.m. (local), November 3, 2005.

1.0 Background

Office of Naval Research (ONR) has established the Organic Mine Countermeasure Future Naval Capability (OMCM FNC) program. In this program, ONR has taken on the task of developing and fielding technologies so that sailors and marines will be able to clear mines from their operating areas-at sea, on the shore, and inland without breaking stride. This is critical because an array of transnational, rogue, and sub-national adversaries now poses the most immediate threat to American interests. The forces that will oppose the Navy and Marine Corps in global littoral regions pose a daunting threat. The enemy will not try to match our strengths, but will oppose us in an asymmetrical and asynchronous manner. Mines will be among their weapons of choice. OMCM FNC is involved in identifying and filling mine countermeasure technology/capability gaps, and fulfilling commitments to funded acquisition programs.

This is a continuing requirement. The incumbent is EDO Professional Services under contract number N0014-01-F-0089.

2.0 Statement of Work

2.1 Objective

The objective of this effort is to establish contractor support for the OMCM FNC program in the forms of analysis support, database services, science & technology program investment planning, and technical support of complimentary NATO programs.

2.2 Scope

The contractor will divide the total effort among the following activities:

1. Analysis Support. Compiling information, staffing and generating reports, briefings, documents and analysis in response to internal and external requirements;
2. Database Services. Database generation/development and maintenance services;
3. S&T Investment Planning. Support financial data justification, coordination, tracking and analysis of the OMCM S&T investment;

4. NATO Support. Provide technical, administrative and logistics support to the US Head of Delegation to the NATO groups and meetings.

2.3 Technical Tasks/Requirements

(Labor Category 1)

1. Analysis Support. Contractor shall assist ONR 32 OMCM Program Officers in compiling information, staffing and generating reports, briefings, documents and analysis in response to internal and external requirements. To accomplish this task, the Contractor must be knowledgeable about the specific products and investments (e.g. autonomous mine hunting systems including airborne, surface and undersea; advanced sensors and processing; mine neutralization including sweeping/jamming and precision assault breaching systems, etc.) in the various Code 32 OMCM S&T initiatives. Also, the Contractor must be familiar with the key offices and personnel in Government and Industry in the specific tasking areas. For example, the Contractor must understand the process for evaluating the content, generating the report input and coordination within the Office of Naval Research for external/internal documents including, but not limited to: Department of Defense Technology Area Review and Analysis (TARA) Defense Technology Area Plan (DTAP) document and funding ; US Navy Mine Countermeasures Annual Certification to Congress (MCM Cert Plan); Defense Technology Objectives (DTOs); Joint Warfare Science and Technology Plan (JWSTP); Future Naval Capability (FNC) Enabling Capabilities (ECs) documentation, etc. Contractor may be required to take the lead in supporting the drafting of Countermine chapters in various TARA documents, as required. Analysis tasking may require access to and generation of classified documents to the SECRET level.

2. Database Services. Contractor shall provide database services to include: archival of briefings, analyses, papers and other documentation for the ONR OMCM Program Officers in a consistent, robust format; generation of Compact Disc products for distribution as required by ONR; generation of web content and liaison with ONR web services, etc.; and execution of various activities required in the administration of successful ONR-sponsored Broad Agency Announcements (BAAs) including webpage development, evaluation meeting and evaluation process planning for Program Officers. Contractor shall also provide ad hoc support to Code 32 such as: coordination of the development effort for the Departmental Program Officers' Handbook – including authorship of selected chapters, as required.

3. S&T Investment Planning. Contractor shall support financial data justification, coordination, tracking and analysis for the entire OMCM S&T investment within Code 32, including, but not limited to: Department of Defense Budget Activity Report documents (R-2s); MCM Certification Plan funding; FNC ECs and individual products; ONR Investment Guidance and related funding; TARA-related Defense Technology Objectives (DTOs); and other funding documentation as required.

4. NATO Support. Contractor shall provide technical, administrative and logistics support to the US Head of Delegation to the NATO Naval Armaments Group (NNAG) Naval Group 3 (NG/3) and the NG/3 sub-group chair of the Specialist Team for Sea Mine Burial Expert System (ST-SMBES), including, but not limited to: preparation and support for all pre-meeting, meeting and post-meeting

requisite activities, (e.g. reports, briefings, document analysis, meeting minutes, etc.). To accomplish this task, the Contractor must be familiar with NATO protocol - acting as liaison between key NATO organizations and National Heads of Delegation, when required. Contractor shall support the planning and execution of US-sponsored international OMCM-related Symposia and meetings.

(Labor Category 2)

1. 322 PO Team Leader Support. Contractor shall assist ONR 322 Physical Oceanography Team Leader in compiling information in response to internal and external requirements to include year-end reports, briefings, financial tracking, etc. Contractor shall support ONR 322 with the planning, set-up, and execution of meetings and workshops. Examples include: support for the planning and execution of Code 32 annual Internals Meeting, e.g. logistics arrangements (lodging, meeting spaces, break-out rooms, meals and IT support, etc.); support for Regional Progress Report Visits including pre-trips to host institutions for review of meeting spaces, parking arrangements, security, IT support and hotel room blocking. Contractor shall be proficient in the operation of the on-line Defense Travel System (DTS) in order to support for Code 32 Program Officers' travel arrangements using DTS, when required. Contractor shall be proficient in Passport verification/processing and visa processing for Program Officer foreign travel. Contractor shall be proficient in generating Naval messages.

2. Database Services. Contractor shall develop/maintain electronic data basing systems including archival of proposals, papers and other documentation for the 322 PO Program Officers. Contractor shall support ONR 322 web design/development; database integration; and CD-ROM design, layout, art, code conversion, indexing and distribution. Contractor shall receive, log, edit, compile and make Annual Reports ready for publication. Contractor shall support the Planning process: receive, log, compile, copy and distribute Planning Letters. Contractor shall create, update, and coordinate requisite financial documentation, mass mailings, reports and research historical funding data for the 322 PO Team Leader. Contractor shall receive/log Principal Investigator proposals, initiate and input Procurement Requisition data.

2.4 Reports Data and Other Deliverables

Contractor shall provide a broad spectrum of technical reports and summaries which include but not limited to:

- Powerpoint reports, briefings, documents and analysis
- Powerpoint and Word document inputs to Department of Defense Technology Area Review and Analysis (TARA) Defense Technology Area Plan (DTAP); US Navy Mine Countermeasures Annual Certification to Congress (MCM Cert Plan); Defense Technology Objectives (DTOs); Joint Warfare Science and Technology Plan (JWSTP)
- Access and Excel database and spread sheet management of OMCM financial data, tracking and analysis, including inputs to Department of Defense Budget Activity Report documents (R-2s); MCM Certification Plan funding; FNC ECs and individual products; ONR Investment Guidance and related funding; TARA-related Defense Technology Objectives (DTOs)

- NATO Naval Armaments Group pre-meeting, meeting and post-meeting requisite activities, (e.g. reports, briefings, document analysis, meeting minutes)

3.0 Personnel Requirements

3.1 Personnel Qualifications The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must thoroughly be familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2

(Labor Category 1) For this position, the following qualifications are expected: A Graduate degree in either Engineering Management or Science and Technology Management, from an accredited university, and excellent writing and computer skills. In addition, the Contractor should have the following specific experience and skills: Government/Military experience (15 years or more strongly preferred), and technical support of Applied Research and Advanced Technology Development programs in Mine Warfare; demonstrated knowledge of the Future Naval Capabilities process; and demonstrated knowledge of external Mine Countermeasures (MCM) SAT reporting requirements such as MCM Certification to Congress and Countermine/Mine Technology Area Review and Assessment, etc (10 years or more strongly preferred). It is highly desirable that the proposed individual have extensive experience in supporting ONR in NATO and other international foray. The individual must also have experience in working closely with Senior Executive Service-level U.S. military, foreign government and industry personnel. Minimum clearance required: **Top Secret**.

(Labor Category 2) For this position, the following qualifications are expected: Bachelors degree in Physical Science or Business Management or a minimum of 5 years S&T Team support experience and excellent writing and computer skills. In addition, the Contractor must have in-depth knowledge of routine S&T Team paper flow, demonstrated knowledge of the government travel system, financial data requirements, Department of Defense security clearance processing ; and expertise in large conference planning and execution. Minimum clearance required: Secret.

3.2 Level of Effort

A level of effort of 4,000 hours per year (20, 000 hours for base and options) has been estimated for the proposed contract. A base period of 12 months and four (4) one-year options have been defined. The effort anticipated for the base period and for each four (4) one-year options is 2000 hours per year for each support in each of Labor Category 1 and Labor Category 2.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of twelve (12) months from time of award with four (4) one-year options.

4.3 Other Direct Costs: ODCs (including travel, supplies, etc.) will be reimbursed at cost plus any applicable G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$20,000 per year (ODC -\$5,000/year, Travel - \$15,000/year). This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem: Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct cost associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem): ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Primary place of performance will be at the ONR Headquarters building located at 875 North Randolph Street, Arlington, Virginia.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies, and Services: Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

- 4.5.3 **Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.
- 4.5.4 **Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

ONR currently plans to formally transition to NMCI on or about 01 JUN 2006. During the performance of the Order, the Government identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 **Subcontracts/Consultants:** Contractor may request or propose, on a case by case basis, subcontract/consultant support for specific technical tasks.

4.7 **Security Requirements:**

- a) **Clearance Requirements.** During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate and store information classified up to the level of **SECRET**. **For personnel, a minimum of TOP SECRET is required for Labor Category 1 and a minimum of SECRET clearance is required for Labor Category 2. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have its capability to store material up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information.** Additionally, Contractor is required to safeguard the information labeled as Proprietary.
- b) **Privacy Act.** All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.
- c) **Nondisclosure Agreement.** In the course of this work, the selected Contractor will be required to execute Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.
- d) **Security Clauses** The following clauses are applicable to this solicitation:

FAR 52.204-2 Security Requirements (AUG 1996)
FAR 52.227-10 Filing of Patent Applications – Classified Subject Matter (APR 1984)”
DFARS 252.204-7000 Disclosure of Information (DEC 1991)
DFARS 252.204-7005 Oral Attestation of Security Responsibilities (NOV 2001)
DFARS 252.223-7004 Drug Free Work Force (SEP 1988)

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or its derived form) submitted to or produced by the Government. Such information includes but is not limited to; business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support Contractor's knowledge of competition sensitive information, described in the paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Mine Warfare Science and Technology Future Naval Capabilities Program.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There

are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization, and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of the proposed personnel and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks, and deadlines will be determined; how staff responsibilities will be assigned, whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how surge capability will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled. The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable. The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in a sealed envelope) or mailed separately before the solicitation due date and time.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this Order.

5.2.2 DD-254. An authorization to access and generate Classified materials will be generated to the successful Contractor, prior to the commencement of effort under this Order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 pm (local time) on **November 3, 2005**. All forms of proposal submission must include a signed cover sheet. Proposals can be:

(a) Uploaded electronically via the "Upload Proposals" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or .pdf.).

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Technical approach and management plan
- (2) Proposed personnel
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offerors technical capability (as measured by the Technical factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of greatest weight, Technical Factors 2 and 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

The degree of cost's importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based upon the Governments subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2 Award: The Government will award a task order to the reasonable Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around **November 21, 2005**.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission in clued fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is:

Melanie Alston
Senior Contracting Specialist
Phone: 703-696-4257
Fax: 703-696-0066
E-mail: alstonm@onr.navy.mil

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourages scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files